

**RONALD McDONALD HOUSE CHARITIES OF BALTIMORE, INC.**

**Grant Application Form  
Page One**

- A. **NAME OF ORGANIZATION** \_\_\_\_\_
- B. **PROJECT TITLE** \_\_\_\_\_
- C. **PROGRAM DIRECTOR/  
PRINCIPAL INVESTIGATOR** \_\_\_\_\_
- D. **MAILING ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**CITY/STATE/ZIP CODE** \_\_\_\_\_  
**TELEPHONE (including area code)** \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_
- E. **SPECIFIC AMOUNT REQUESTED  
FROM RMHC** \$ \_\_\_\_\_

**Please include all budget information in details at the end of the application. If the project budget is not included, your application will not be reviewed.**

- F. **McDONALD'S ENDORSEMENT (if applicable)**
- McDONALD'S CONTACT** \_\_\_\_\_
- TITLE/POSITION** \_\_\_\_\_
- ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- CITY/STATE/ZIP CODE** \_\_\_\_\_
- TELEPHONE (include area code)** \_\_\_\_\_

**To what extent have you worked with the McDonald's contact?**

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**G. TARGET POPULATION AND PERFORMANCE SITES**

Please summarize your target population in measurable terms, i.e., who the audience is, how many will be served, how old are the participants, etc.

Please complete the following Target Population Check List:

Total number of children to be served: \_\_\_\_\_

% of children that fall into specific demographic groups

\_\_\_\_\_ % African American                      \_\_\_\_\_ % Hispanic- American

\_\_\_\_\_ % Native American                      \_\_\_\_\_ % Caucasian

\_\_\_\_\_ % Asian-American /Pacific Islander

\_\_\_\_\_ % Other \_\_\_\_\_

**H. ORGANIZATIONAL BACKGROUND AND SIGNIFICANCE**

Briefly describe the background of your organization.

**I. OBJECTIVES AND AIMS**

State the broad, long-term objectives and describe concisely what the program in this application is intended to accomplish.

**J. DESCRIPTION OF PROJECT**

Provide a concise description of the need or problem to be addressed, the specific purpose of the funds requested and what is unique about your project/program.

**K. FUTURE FUNDING**

Describe your plans for funding this project in the future. If other funding sources are already in place, please include this information.

**L. PREVIOUS FUNDING FROM RMHC**

Indicate if your organization have received prior funding from RMHC. Please provide dates, amounts and name of projects/programs funded.

**M. EVALUATION**

Indicate how your organization will evaluate the program if funded, i.e., survey, questionnaire, test results, etc.

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**Checklist**

**(Include this checklist with your application)**

- \_\_\_\_\_ **COVER LETTER**
- \_\_\_\_\_ **McDONALD'S ENDORSEMENT LETTER (if applicable)**
- \_\_\_\_\_ **IRS 501 (C) (3) DETERMINATION LETTER**
- \_\_\_\_\_ **TITLE OF NOT-FOR-PROFIT ORGANIZATION**
- \_\_\_\_\_ **TITLE OF PROJECT**
- \_\_\_\_\_ **PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR**
- \_\_\_\_\_ **MAILING ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS**
- \_\_\_\_\_ **TARGET POPULATION AND PERFORMANCE SITES**
- \_\_\_\_\_ **ORGANIZATION BACKGROUND AND SIGNIFICANCE**
- \_\_\_\_\_ **OBJECTIVES AND AIMS**
- \_\_\_\_\_ **DESCRIPTION OF PROJECT**
- \_\_\_\_\_ **FUTURE FUNDING**
- \_\_\_\_\_ **EVALUATION**
- \_\_\_\_\_ **SPECIFIC PROJECT BUDGET**
- \_\_\_\_\_ **BUDGET AND FINANCIAL STATEMENTS**
  - Operating Budget**
  - Balance Sheet**
  - Audited Financial Statements (copies only)**
  - Latest 990**
- \_\_\_\_\_ **PAST DONOR INFORMATION**
- \_\_\_\_\_ **LIST OF BOARD OF DIRECTORS OR TRUSTEES**

**\*\*\*If any of the items on the checklist are not included with the grant package, your application will be considered incomplete and the review will be delayed until all items are received\*\*\***

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**Follow-up Report**

**(Required within one year of date award granted)**

**If your proposal is approved, you will be required to address the following questions 30 days after your program's completion. This allows Ronald McDonald House Charities to ensure RMHC grants are used to their fullest potential.**

- 1. Has the need been met or the problem solved? Please include updated information about the project (number of people served, new programs or opportunities, etc.)**
  
- 2. Did the project follow the objectives? If not, why?**
  
- 3. Has the project been modified since the proposal was presented to RMHC?**
  
- 4. Have there been major changes in timetables for project development, implementation and completion? What were the reasons for such changes?**
  
- 5. Have the personnel involved in the project proven to be adequate in numbers and qualifications? Has additional staff or staff with different qualifications been required?**
  
- 6. Have any plans for cooperation with other institutions or groups been implemented successfully? If not, what have been the reasons?**
  
- 7. What have been your methods of evaluating the success of this project?**
  
- 8. What was the impact of the project on your organization and on those people it was designed to serve? Has the project led to the development of similar ones in other organizations?**
  
- 9. Include a complete financial reporting of the grant.**
  
- 10. Did this grant really make a difference?**